MARIN HOUSING AUTHORITY
March 18, 2022
Request for Proposals ("RFP") for Community Facilitation Services

Overview
The Marin Housing Authority ("MHA") seeks proposals from persons and/or firms ("Contractor") qualified to facilitate a community process ("Community Facilitation Services") using trauma informed approaches, to coordinate and manage a community consultation process that will review and advise on recommendations for the revitalization of Golden Gate Village ("GGV").

It is anticipated that MHA will form a Community Advisory Group ("CAG"). The CAG will be comprised of invited stakeholders, including the GGV Resident Council or "GGVRC," MHA and or Marin County staff, with attendance by elected and or County officials.

The CAG will represent a range of interests who will review and comment on the key GGV revitalization planning elements, within guidelines to be established. The facilitator will take a lead role in all CAG meetings, and MHA staff will be available to the Contractor in a supporting role, such as scheduling and meeting arrangements for meetings during this period.

MHA will assist the Contractor with coordinating subject matter experts that will be needed to address certain technical topics as described below. MHA is receiving technical assistance from Enterprise and other consultants for this purpose.

The facilitator will work closely with the CAG and the group will meet bi-weekly, with the Contractor making monthly reports to the MHA Redevelopment Subcommittee.

The CAG will advise on the following key GGV planning elements:
1. Strategies proposed to help address the overhoused families at GGV.
2. Scenarios and options for temporarily relocating families during renovations.
3. Project financing scenarios, including low income housing and historic tax credits.
4. Green design features and other rehabilitation strategies proposed by GGV Resident Council, including: energy efficiency, sustainable design features, alternative energy, and green jobs training.
5. Options for home ownership to build equity, including Limited Equity Cooperative ownership.

The following are the goals/milestones of the CAG community process. Contractor to provide a summary report after each of below goals/milestones:
1. By May, advise and give feedback on the overhousing mitigation strategy.
2. By June, advise on the proposed rehabilitation strategy.
4. By 3rd quarter 2022, advise on proposed financing, and an ownership structure.

**Instructions and Procedures for Submittal**
Inquiries and questions concerning this RFP must be sent in writing via e-mail to:
- Thor Kaslofsky, Director of Development
- Email Address: tkaslofsky@marinhousing.org

**Schedule**
- March 18, 2022 Distribution of RFP
- March 28, 2022 Deadline for submission of questions by 3:00 P.M. PST
- March 31, 2022 MHA response to questions
- April 8, 2022 Proposal closing date and time of 3:00 P.M. PST
- April TBD, 2022 Anticipated date for selection of a Contractor

**Qualifications**
To be considered for award the Contractor shall possess the following minimum experience/knowledge:
- Experience in facilitating public meetings and working with community groups, including regarding complex and controversial matters.
- Generally knowledgeable of affordable housing development, development economics and affordable housing finance, redevelopment of public housing and best practices.
- Generally knowledgeable of HUD regulations, redevelopment and/or operation of public or publicly assisted housing. Knowledge of HUD mixed-finance, Section 18, and/or Rental Assistance Demonstration (RAD models) is desirable.
- Knowledge and understanding of the GGV community plans to date, as well as the GGVRC Rehabilitation Plan.

**Scope of Services**
The Contractor shall have the following responsibilities:
- Review background materials provided by MHA.
- Facilitate CAG meetings to ensure discussions are related to the agenda items, all CAG members have an equitable voice, and meetings are conducted in a fair and orderly fashion.
- Coordinate with MHA to develop the content and format of the consultation process, including meeting topics, content and schedule.
- Prepare for, manage and facilitate all aspects of community meetings planned, including coordination of speakers, presenters and subject matter experts, as engaged, as well as panel discussions.
- Prepare written summaries of all community meetings for distribution, following review by MHA, within 10 business days of each meeting.
• Prepare written updates regarding the progress of the CAG and the status of project deliverables for distribution and presentation by the Contractor to the:
  o Bi-monthly CAG meetings.
  o Bi-monthly MHA Redevelopment Subcommittee meetings.
  o Bi-monthly MHA Internal Staff Meetings.

**Dates of Service**
• April 1, 2022 through September 1, 2022

**Proposal Submission**
Please provide the following in your proposal:
1. Information about yourself and your company, including how many years of experience you/your firm has in community facilitation and public engagement processes.
2. List of clients for the past five years, the type of services you provided, and the topics you facilitated.
3. Specific information on you/your company’s firm in leading a public engagement process and developing a work plan, including specific project examples.
4. Your proposed approach to this engagement, including staffing, time spent on preparatory work, and ensuring fair and equitable discussion on controversial topics.
5. Proposed costs (all-inclusive), as well as a proposed payment schedule (monthly, by completion of deliverable, etc.). Include a rate sheet for the staff assigned to provide Community Facilitation Services.